

Software Acceptable Use – Employee Home Use Standard

Issue Date: June 1, 2004

Effective Date: June 1, 2004

Number: HHSS-2004-004-B

1.0 Purpose

This standard defines HHSS's official position on acquisition, installation, and use of licensed software by HHSS agents on home computer hardware equipment.

2.0 Scope

This standard covers all HHSS hardware and software authorized to be used on home computer equipment owned or supported by either HHSS or a HHSS agent.

3.0 Standard

This standard provides guidelines for compliance to the Software Acceptable Use Policy No. HHS-2004-004

Consistent with paragraph 3.5 of HHSS Software Acceptable General Use Standard, use of HHSS software at home is strictly prohibited unless express permission is received from HHSS IS&T. If Information System & Technology (IS&T) determines home use is permissible under the relevant software license agreement, then in exchange for the privilege of home use, HHSS agent expressly agree to the following guidelines of home software use:

- 3.1 Install only the permissible number of copies of HHSS software to my home computer as determined by IS&T under the relevant software license agreement.
- 3.2 Use the HHSS software consistently with the software's license agreement and HHSS software policy, including, but not limited to, restricting the software's use to HHSS business only.
- 3.3 Subject my home computer containing HHSS software to periodic software audits to ensure the HHSS software compliance is consistent with the HHSS Software Acceptable Use Policy HHSS 2004-004.
- 3.4 Remove the HHSS software from my computer and return any materials that I may have (relating to HHSS software) back to HHSS should I cease to work for HHSS, or the software is no longer germane to my job duties. I understand that continued use of the software may subject me to potential civil liability.

4.0 Enforcement

Penalties and Reprimands - According to the US Copyright Act, illegal reproduction of software is subject to civil damages of as much as US\$100,000 per title infringed, and criminal penalties, including fines of as much as US\$250,000 per title infringed and imprisonment of up to five years. A HHSS user who makes, acquires, or uses unauthorized copies of software may be subject to disciplinary action as defined in the governing policy HHS -2004-004.

5.0 Revision History

HR Legal – 03/12/2004

CCT Approval – 05/27/2004